

If you have already completed your 2013-2014 financial aid application (FAFSA) process with our office but feel it doesn't reflect your (or your family's) circumstances, you may wish to submit this request for a review of your financial aid eligibility. If this petition is approved, your eligibility will be recalculated with the federal processor (FAFSA). Please note that a review doesn't **always result in increased aid**. Please note that the purpose of a Special Circumstance Petition is to see if you are eligible for a lower Expected Family Contribution (EFC). **Allow a minimum of 8 weeks for review and notification.**

STUDENT INFORMATION

Student Name

Social Security Number

Phone Number

E-mail Address

Special circumstance is for (check all that apply): Student Student's Spouse (if married) Parent(s)

Special circumstance is regarding (check all that apply):

Reduced income for school year

Medical/Dental expenses not covered by insurance

Unemployment

Change in marital status (only applies to separation or divorce after FAFSA was filed)

Parent in college

Other: _____

PETITION REQUIREMENTS

Submit the following:

This form, completed and signed by the student (and parent, if request is regarding parent's income or circumstances).

A signed letter of explanation detailing the circumstances. Be as thorough as possible to avoid delays during review process.

- If petition is due to loss of employment, attach unemployment benefit document or if not receiving unemployment benefits; include last day worked, severance pay amount and weekly unemployment amount.
- If student or a family member chose to quit a job, the reason for doing so must be included in the statement.
- If petition is due to reduced hours of work, note the new hourly rate and number of hours worked each week.
- If the special circumstance was the receipt of a one-time benefit in 2012 that won't be repeated in 2013 (such as receiving an inheritance, cash taken from 401K, etc.), a detailed itemization of how the funds were spent must be included in the explanation.
- If the special circumstance is medical/dental expense not covered by insurance, attach an itemized list of all expenses, insurance payments and net amounts after insurance.

Copies of 2012 tax transcript (not required if petition is for loss of employment) for student (spouse or parent, if applicable). For non-tax filers, we will accept 2012 W-2's, and/or unemployment benefits statements.

CERTIFICATION

I certify that the information I have provided on this petition and in my personal statement is true and accurate to the best of my knowledge.

Student Signature

Date

Spouse's Signature

Date

Parent's Signature

Date

OFFICE USE ONLY

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Received: